**Purpose**

In *Organization’s Name* commitment to maintaining a healthy, safe workplace, work site inspections are a vital component of the *Organization’s Name* overall health and safety management. Inspections are an important tool to proactively identify hazards and assess risks before incidents occur, as well as confirming the effectiveness of controls in place. Inspections as part of an organization’s continuous improvement cycle.

**Policy**

[Organization Name] inspections will be led by a trained member of the staff, who will select a worker from each department to participate in the inspection in the area being inspected. Supervisors for each department will be responsible for reviewing the findings for their department. The [site name] Manager is accountable for ensuring deficiencies are corrected and will sign the *Inspection Report* accordingly.

\*Note: this policy will comply with OHS Legislation and Partnership Standards for the purposes of achieving COR and all areas and departments will be inspected [outline frequency].

**Definitions**

* **Inspection:** A planned, systematic evaluation or examination of an activity or work site, checking or testing against established standards.
* **Worker Participation:** Active involvement of workers in work site health and safety activities such as safety discussions, inspections, investigations, health and safety committees, etc.

**Responsibilities**

Employers will:

* Ensure health and safety concerns are resolved in a timely manner.
* Consult and cooperate with the HSC,
* Ensure workers are involved in the inspection process.
* Review and sign completed inspections.

Supervisors will:

* Ensure every worker under their supervision are advised of all known or reasonably foreseeable hazards.
* Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer.
* Have workers involved in work site inspections
* Review and sign completed inspections.

Workers will:

* Cooperate with their supervisors and employers to protect the health and safety of themselves and others.
* Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has

occurred/existed to the employer or supervisor.

* Participate in work site inspections

Health and Safety Committee (HSC) / Health and Safety Representative (HSR) will:

* Ensure the work site inspection are completed, dated, signed and communicated.
* Maintain records of work site inspections

**Procedure**

1. Inspections will be completed[list frequency]
2. Inspections will be complete with the following individuals [list the individuals that will be completing inspections, below are a few examples]:
	1. A worker for each department inspected
	2. Supervisor and/or manager
3. To complete the work site inspection, inspectors will utilize [list what form should be used such as Department Inspection Checklist] and [list where the forms can be found]
4. Individuals responsible to conduct inspections will receive formal Work Site Inspection training. [list the training that the individuals will receive]
5. Individuals responsible to complete inspections will be given time to prepare:
	1. Read previous inspection findings
	2. Review any recent incident reports / near misses
	3. Review Hazard Assessments for the department being inspected, in particular make note of any controls for high hazard tasks for observation during the inspection.
6. On the completion of the department inspection the inspection team will review the findings with [list responsible position, such as the department supervisor/manager].
	1. Any immediate concerns will be addressed by [list responsible position] and documented on the *work site inspection report.*
	2. All other concerns will be listed and assigned as per the *work site inspection report*
7. The HSC/HSR will review completed inspection reports at the HSC/HSR meeting for completion of corrective actions. *Work Site Inspection Report.*
8. [Site name] manager or designate will sign off the Inspection Report when deficiencies have been completed.
9. Work Site Inspection Reports will be communicated [identify how inspection findings will shared with employees such as staff meetings, staff huddles, shift exchanges and/or postings] .

**Forms/Appendixes** [Organizations would list forms, checklists and policies that are associated with this policy.]

* Work Site Inspection Checklists (see CCSA template)
* Work Site Inspection Report (see CCSA template)

**References**

**Alberta Occupational Health and Safety Act, Dec 1, 2021**